

TAB

CONFIDENTIAL

TECHNICAL REVIEW AND POLICY STAFF
LOGISTICS OFFICE

DISCUSSION

1. This Staff results from the combining of the functions of the Technical Review Staff (inspection and review) with the functions of the Special Staff plus the addition of the Printing Advisory function (transferred from General Services Office).
2. At the time the Special Staff was established there was a sufficient workload of projects that needed to be handled under the immediate direction of the Chief of Logistics to justify a four member staff. At present the workload, as indicated in the "Justification" below, is smaller and can be absorbed by the Technical Review and Policy Staff.

JUSTIFICATION

The workload, expressed in terms of man-months for the major elements of the functions assigned to this Staff, is as follows:

<u>Description</u>	<u>Estimated Man-Months Per Year</u>	
	<u>Technical</u>	<u>Clerical</u>
1. Technical review of world-wide logistics operations on an annual basis.		
2. Development, control and review of matters necessary in connection with the development of new policy change in existing policy.		
3. Review of printing and reproduction requirements, studies of publications, and utilization of printing facilities.		
4. Conduct special studies, investigations and projects as directed by the Chief of Logistics		
Total man-months		
Equivalent man-years		

25X1

25X1

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Approved For Release 2002/05/08 : CIA-RDP78-04718A001100050048-4

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STATEMENT OF FUNCTIONS

TECHNICAL REVIEW AND POLICY STAFF

LOGISTICS OFFICE

1. Develop and implement a continuous program for the systematic appraisal of world-wide logistical operations including:
 - a. Administrative and technical adequacy.
 - b. Organization structure.
 - c. Manpower utilization
 - d. Adequacy of staff, quantitatively and qualitatively.
 - e. Compliance with current policy, regulations and procedures.
2. Perform essential fact-finding and evaluation and report to the Chief of Logistics and other appropriate officials with respect to stock control, storage, receiving, shipping, transportation, procurement, packing, care and preservation of supplies, requisitioning, maintenance of adequate stock levels, stock inventory, accountability, real estate and construction, printing and reproduction, and other matters related to technical logistics operations.
3. Interview Logistics Office personnel prior to and upon return from overseas travel in order to secure maximum review coverage and follow-up of logistics activities. Review all "Report of Field Trips" () concerning logistics activities and initiate necessary action.
4. Recommend correction or improvement of logistics operations with regard to matters such as organization, operating policies, program planning, internal operational controls, delegations of authority, personnel management, equipment utilization, work distribution, work measurement, procedures, work flow, fiscal matters, physical facilities and security.
5. Serve as the focal point within the Logistics Office on all matters requiring contact with the Inspection and Review Staff, DD/P and the Office of the Inspector General.
6. Develop, or maintain control over the development of new logistics policy or changes in established policy.
7. Review proposed regulations, handbooks, or other directives material for the purpose of determining whether new policy is established therein or whether existing policy is affected.

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STATEMENT OF FUNCTIONS

TECHNICAL REVIEW AND POLICY STAFF (Cont'd)

LOGISTICS OFFICE

8. Represent the Chief of Logistics in negotiation and coordination with the Joint Chiefs of Staff, Joint Subsidiary Plans Division and other government agencies on matters involving revision of current policy or the establishment of new policy.
9. Evaluate the extent and effectiveness of support provided to Agency activities under Department of Defense Support Agreements and negotiate necessary changes.
10. Advise and represent the Chief of Logistics with respect to matters subject to the jurisdiction of the Joint Committee on Printing.
11. Review requests for printing equipment, make appropriate recommendations and conduct utilization surveys of such equipment.
12. Conduct studies of Agency publications to determine whether they are being efficiently and economically printed or reproduced from the technical and administrative standpoint and making recommendations for improvement.
13. Investigating and keeping informed of all new developments in the graphic arts field and recommending the use of new techniques in the Agency printing programs whenever simplification, increased production, savings in manpower, and economies can be effected thereby.
14. Conducting studies of methods, procedures, standards, and systems employed in Agency printing plants and developing and assisting in the installation of new systems as found to be necessary. Inspecting printing facilities to assure proper utilization of equipment and personnel.
15. Continuously studying the over-all Agency Printing and Reproduction Program, both headquarters and field, in order to recommend organizational and operational changes designed to promote over-all efficiency and assure the Agency of a soundly managed printing program.
16. Control and monitor the Logistics Office portion of the "Director's Daily Log, Weekly Activity Report, and such other reports as directed by the Chief of Logistics.
17. Conduct special investigations and projects, as directed by the Chief of Logistics.

- 2 -

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